



*Illinois Valley Community College  
Writing Center*

## **ENDNOTES IN CHICAGO STYLE**

*The rules below are in accordance with the Chicago Manual of Style 15<sup>th</sup> Edition.  
Consult the Chicago Manual in the IVCC Writing Center or Jacobs Library if you have more questions.*

For every quote or paraphrase you include in the text, you need a numbered endnote to show the source of the information. Endnote reference numbers are placed in the text after the punctuation mark at the end of a sentence or the end of a clause. The number should be in superscript, a small number that sits above the line of type. For example:

Dyspepsia, a common plight in the 19th century, was seen by many as a "physical commentary on the stresses of the age."<sup>5</sup>

Many people noted "modern man's abuse of his body," and they argued dyspepsia was the inevitable result of such excesses.<sup>8</sup>

The endnotes corresponding to these numbers are placed on a separate Notes page at the end of the paper, before the Bibliography. The Bibliography is an alphabetized list of all sources used.

### **Writing Endnotes**

The first endnote for a source should give the full information about the source. The full information for different types of sources can be found on the handout titled "Chicago-Style Bibliography and Notes Formulas." However, subsequent notes from the same source can be shortened. Shortened notes typically include

- the author's last name, followed by a comma
- the main title of the work, shortened to about four words (properly formatted in quotations marks or italics)
- the page number, followed by a period

Thus, the first note below would be a full note, and the second would be shortened.

5. Michelle Stacy, *The Fasting Girl: A True Victorian Medical Mystery* (New York: Tarcher/Putnam, 2002), 18.

8. Stacy, *The Fasting Girl*, 18.

### **Consecutive Notes for the Same Source**

If two notes for the same source follow one right after the other, you may use the abbreviation "Ibid" (Latin for "in the same place"). "Ibid." should be written with a period, a comma, and the page number followed by a period. If the note refers to the same source *and* page number, no comma or page number is necessary. The first note below is a full note, the second is a note referring to the same source, different page number, and the third refers to the same source, same page number.

8. Nicole Mones, *The Last Chinese Chef* (Boston: Houghton, 2007), 89.

9. Ibid., 90.

10. Ibid.

## Inserting Notes in Microsoft Word

To insert an endnote number in your text, place your cursor where the note's superscript number will go, and, under the References tab in Microsoft Word, choose Insert Endnote. This will place the superscript number at that place and open a space at the end of the paper to type the note for the Notes page.

However, the space at the end of the paper will not automatically be formatted correctly according to Chicago style. The Notes page should have the word “Notes” centered at the top. Each note should be preceded by the corresponding number in regular font, not in superscript. By highlighting the number and clicking on the Home ribbon, you can click the X<sup>2</sup> button to turn the number back to normal size.

The first number of each note should be indented ½”. Each note is single-spaced with an extra space between the notes.

Word offers other useful features when working with endnotes.

- By hovering your mouse cursor over the superscript number in the text, you can see the note that accompanies it.
- Under the References menu, you can use the Next Endnote button to move quickly from note to note.
- If you insert or delete endnotes, Word will automatically renumber for you, both in the superscript numbers and in the notes at the end of the text.

The diagram illustrates the layout of a document page and its corresponding notes page. The top page, labeled 'Sample first page of text with a note reference number', shows a paragraph of text with a superscripted number '2' at the end. The text reads: 'Many social critics have decried 21<sup>st</sup>-century American society as obsessed with thinness. Citing models like Kate Moss and actresses like Kiera Knightley, these commentators denounce the value placed on thinness and wonder about the effect these images have on the younger generation. “Today’s models,” one writer remarks, “grow more minimal by the day.”<sup>1</sup> Through this fixation on sickly beauty is seen as a modern-day phenomenon, it is not wholly new. The ideal Victorian woman, for example, was more plump and curvaceous, but 19<sup>th</sup>-century society valued other unhealthy traits in a woman’s appearance. Examining Victorian society’s attraction to illness and frailty shows that valuing women for an unhealthy appearance is not a new trend.' The number '2' is positioned at the end of the paragraph. A callout box points to this number, stating 'Sample first page of text with a note reference number'. The bottom page, labeled 'Sample corresponding Notes page', shows the word 'Notes' centered at the top. Below it, two numbered footnotes are listed: '1. Sallie Tisdale, “A Weight that Women Carry.” *Harper’s Magazine*, March 1993, in *The Generation of Ideas*, ed. Quentin Miller (Boston: Thomson, 2005), 617.' and '2. Michelle Stacy, *The Fasting Girl: A True Victorian Medical Mystery* (New York: Tarcher/Putnam, 2002), 25.' A callout box points to the second footnote, stating 'Sample corresponding Notes page'.

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Many social critics have decried 21<sup>st</sup>-century American society as obsessed with thinness. Citing models like Kate Moss and actresses like Kiera Knightley, these commentators denounce the value placed on thinness and wonder about the effect these images have on the younger generation. “Today’s models,” one writer remarks, “grow more minimal by the day.”<sup>1</sup> Through this fixation on sickly beauty is seen as a modern-day phenomenon, it is not wholly new. The ideal Victorian woman, for example, was more plump and curvaceous, but 19<sup>th</sup>-century society valued other unhealthy traits in a woman’s appearance. Examining Victorian society’s attraction to illness and frailty shows that valuing women for an unhealthy appearance is not a new trend.

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Notes

1. Sallie Tisdale, “A Weight that Women Carry.” *Harper’s Magazine*, March 1993, in *The Generation of Ideas*, ed. Quentin Miller (Boston: Thomson, 2005), 617.

2. Michelle Stacy, *The Fasting Girl: A True Victorian Medical Mystery* (New York: Tarcher/Putnam, 2002), 25.

Sample first page of text with a note reference number

Sample corresponding Notes page